

Safety Plan Change Memo Form – Example

Date: _____

FSP or IWS/SP XXX.XX

☐ Major Change ☐ Minor Change

Safety Plan Change Memo

TO: Distribution

FROM:

SUBJECT: FSP or IWS/SP XXX.XX Major Change

This Safety Plan Change Memo serves to revise FSP or IWS/SP XXX.XX, effective October 1, 2002, as follows:

Section X.X has been revised as follows:

The scope of work has changed to include the use of a crane for lifting heavy objects in the high bay. The following controls shall be in-place prior to use of the crane as follows:.....

Please make this change in your current copy of the Safety Plan, which expires December 31, 20XX.

Reviewed by:

Facility Management or Responsible Individual

Date (required for minor or major changes)

ES&H Team Leader, Team #

Date (required for a major change)

Site Manager, if applicable

Date (required for a major change only)

Approved by:

FSP: Facility Manager (minor change) Facility AD (major change)

Date

IWS/SP: Authorizing Individual (AI) (major change) RI for minor change

Distribution: Minor changes—provide copies to all affected personnel. Major changes—provide copies to everyone in the initial distribution.



**Lawrence Livermore
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